



COMMERCIAL BUILDING PLAN REVIEW DIVISION
505 BARTON SPRINGS RD, 2ND FLR
AUSTIN, TX 78704
(512)974-6406

QUICK TURN-AROUND PERMIT PROCESS

New Hours Beginning February 14, 2012

The Quick Turn-Around Permit process is limited to:

- Tenant finish-outs and interior remodel projects of 5,000 square feet or less for admn/bus/professional offices and retail sales occupancies where hazardous materials are not stored, used or dispensed.
- Exterior remodels that do not increase the square footage of the building or increase the height by more than six (6) feet (roof repairs, mansards, etc.)
- Any other project specifically authorized by the Building Official.

SUBMITTAL REQUIREMENTS:

- A completed Commercial Building Application
- A completed Site Development Determination/Exemption **OR** Two (2) sets of the city approved Red-Stamped Site Plan for tenant finish-outs
 - **Note:** Prior approval from the Development Assistance Center (DAC) may be required, please verify with a Zoning or Building Plan Reviewer
- Two (2) sets of plans drawn to scale
 - NOTE: If there is any Mechanical, Electrical and/or Plumbing work, provide a narrative OR plans sufficient to describe scope of Mechanical, Electrical and/or Plumbing work.
- Two (2) key floor plans (lease space in relation to the building)
- Two (2) plot plans (lease space in relation to the site)
- Two (2) sets of lighting budgets or energy envelope compliance certificate if required (energycodes.gov)
- Texas Accessibility Standards (TAS) – TDLR Confirmation page
 - Residential projects, multi-family projects, and commercial projects less than \$50,000 are exempted
- Tx Dept of Health Demolition/Renovation Notification Form or **Asbestos survey** summary page (do not attach the actual survey) or certification from a licensed engineer or architect or statement from a licensed asbestos inspector stating all parts of the building affected by the planned renovation do not contain asbestos.
- Two (2) hard copies of the existing Water and Wastewater Tap Receipts (OSS, 1st Floor – Development Assistance Center) or an Approved Onsite Sewage Document from Austin Water Onsite Sewage Division, 625 E 10th St, (512)972-0000. **REQUIRED FOR ALL PROJECTS BEGINNING NOV. 1ST, 2009.**

PROJECTS INELIGIBLE FOR QTA:

- New construction and additions
- Change of Use
- Businesses which store or sell hazardous materials
- Medical offices
- Restaurants
- Food service establishments
- Pubs
- Clubs
- Lounges

- Food storage
- Food warehousing
- Nursing homes
- Health care
- Child care facilities
- Beauty/tattoo salons
- Veterinary clinics
- Animal shelter
- Laundry or cleaning facilities
- Swimming pools
- Building Corridors

QUICK TURN-AROUND HOURS:

New Hours Beginning February 14, 2012

TUESDAYS and THURSDAYS ONLY: 8:00 am – 11:00 am

These hours are subject to change without prior notice